

AFB PMP Management Agency Board Meeting Minutes

Date: 19 and 20 April 2018

Location: Board Room, ApiNZ Offices, Level 4, 187 Featherston Street, Wellington

ATTENDANCE

Present

Mr John Hartnell (Chairman)
Mr Gabriel Torres
Mr Jason Ward
Ms Kim Poynter
Mt Russell Marsh
Mr John Sanson (Ministry for Primary Industries Representative, Thursday only)
Mr Clifton King (National Compliance Manager)

Apologies

Mr Geoff Gwyn Ministry for Primary Industries

Guests

Mr Byron Taylor AsureQuality (item 10)
Mr Mike Harre Ministry for Primary Industries (item 3)
Mr Ian Govey Ministry for Primary Industries (Item 3)
Dr Mark Goodwin Plant and Food Research (Item 9)
Dr Ashley Mortenson Plant and Food Research (Item 9)

1. Meeting opening

1.1. Chairman's welcome

John welcomed the Board to the meeting

1.2. Apologies

Geoff Gwyn

1.3. Director conflict of interest disclosures

Gabriel Torres "CHCT Holding Ltd" should read "GHGT Holdings Ltd"

John Hartnell, remove Federated Farmers Representative – Bees, and Member Honey Packers and Exporters Council

1.4. Previous Minutes

1.4.1. Confirmation

John Hartnell moved that the November 2017 minutes be accepted. Kim Poynter seconded, and the motion was carried.

1.4.2. Action list

Clifton updated the Board on actions that had been completed since the Board pack was sent out (see updated action register)

Jason questioned the difference between “completed” and “closed” tasks. Clifton advised that closed meant the task had been closed without completing the action. The Board noted that closed items should have a comment describing why they were closed.

The following action was clarified:

- “Consideration to be given to the next round re qPCR....” Refers to re testing the plate test samples with DNatures qPCR.

2. National Compliance Managers Report

Clifton presented the National Compliance Managers report. Decisions and actions arising from the report are listed as follows:



The Board decided to leave the current debt collection arrangement in place

Management Agency budget consultation process inconsistent with Levy Order

The Board noted that this would be discussed under agenda item 4, Finances.

Protecting the privacy of beekeeper’s information

The Board noted that a response to the OIA request was in progress, and that Karin and Clifton would be meeting with the Office of the Privacy Commissioner to ensure that appropriate privacy practices were implemented.

AQ RMP Honey Collection

John and Clifton to follow up with AQ as to what orders they put in place to collect honey samples from RMP premises – as there are concerns that this requirement may not have been effectively communicated to auditors.

Return to sender NZ Beekeeper magazines

Follow-up with AQ on their processes for following up on beekeeper address details when NZ Post returns magazines to Apiculture NZ.

3. American foulbrood 5-year strategy programme brief and stakeholder engagement strategy

Clifton presented the overall plan to seek Ministerial approval for amended plan and levy orders and clarified elements of the plan for the Board. The following changes to the programme brief and stakeholder engagement strategy were requested:

- Change the second programme outcome to “Eliminate clinical American Foulbrood from New Zealand.....”

- Add Minister for the Environment (and Ministry for the Environment) to the list of stakeholders

Clifton facilitated a workshop to review the risks and mitigations proposed in the programme brief. This process identified a third mitigation for risk 1 as follows:

- Complete a robust cost benefit analysis

The Board discussed requirements and options for backfilling Clifton's roles as National Compliance Manager. The Board discussed a suitable candidate that already had the required knowledge and experience to free Clifton up to work on both the 5-year strategy and the re-scoped ApiWeb project. The Board agreed to follow up on the candidate's availability, and the viability of funding this role through bringing services provided by AQ in house.

The Board made the following decisions:

- Agreed that the Programme Brief and Stakeholder Engagement Strategy collectively represent a viable plan for seeking Ministerial approval for amended AFB PMP plan and levy orders
- Agreed that the key strategic risks have been identified in the programme brief and that the proposed risk mitigations are appropriate
- Noted that the marginal cost of the plan is estimated to be \$250,000
- Agreed to take steps to raise the estimated \$250,000 required
 - Noted that crowd funding may be the most effective means of raising the funding required.
- Agreed to reassess the initiation of phase 1 early consultation in a couple of weeks to enable 'crowd funding' had been further investigated
- Agreed to provide the National Compliance Manager with a list of champions for the proposal to amend the plan and levy orders.

4. Finances

4.1. 2017/18 Budget update

Clifton presented the Finance Report to the Board. The financial variances were noted and discussed.

4.2. Proposed budget for 2018/19

Clifton presented the proposed 2018/19 budget and budget consultation feedback to the Board. The Board requested the Board costs line item be recalculated based on an additional Board member for 2018/19, and that the word "venue" be dropped from the Board meeting costs as the Board was using the ApiNZ Offices.

The Board made the following decisions:

- Agreed the proposed budget (including the change to the Board costs line item)
- Noted that some further reclassification of the 2018/19 expense categories may be required.

- Agreed to completing consultation on subsequent years budgets prior to the November Board meeting and publishing the levy rate in the December Journal and Gazette
- Directed the National Compliance Manager to update policy AFB/22/0/11-024 as decided in the bullet above
- Directed the National Compliance Manager to respond individually to beekeepers that made submissions on the 2018/19 budget.

5. Hobbyist DECA

Kim lead the Boards discussion of the Hobbyist DECA consultation feedback. The Board noted that much of the feedback received was very helpful. The Board decided that:

- The Hobbyist DECA should proceed as a standalone initiative
- Kim to use the feedback received to update the current draft of the Hobbyist DECA and circulate it to the Board for approval
- Once approved, the new form will be used for all new Hobbyist DECA's
- Existing Hobbyists to be sent an email communication asking them "have they reviewed their DECA recently?", and offering them the opportunity to transfer onto the new DECA agreement

6. Trainer and Authorised Person Recruitment

Clifton presented the paper to formalise the process used to recruit AFB Recognition Course Trainers and Authorised Persons.

The Board agreed the person specification for AFB Recognition Course Trainers subject to the following changes:

- The required computer and smartphone skills should be expressed generically
- The behavioural competencies to include communication skills, being respectful and polite
- Noted that Trainers needed to be prepared to deliver training course content as specified in the training materials

The Board requested that the Approachability competency be added for Authorised Persons.

The Board agreed the proposed recruitment process.

The Board directed the National Compliance Manager to update the Trainer and Authorised Person selection criteria and appointment process policies.

7. Board member only session

8. Matters for discussion

8.1. Training report

Clifton presented the training report.

The Board:

- Approved the quote to translate the AFB Recognition course test papers into Mandarin, Korean and Filipino
- Requested that the test papers are also translated into Maori
- Requested that the beekeepers are advised when the translated papers are available

- Requested that Trainer Survey responses are filed.

8.2. Health and safety report

Clifton presented the health and safety report.

The Board advised that accidents, incidents, and near misses also need to be reported to MPI and directed the National Compliance Manager to ensure that arrangements are in place to ensure these are reported to MPI.

8.3. Complaints report

No complaints were received for the February to March 2018 period.

9. Plant and Food

9.1. Sustainable Farming Fund application

Mark Goodwin and Ashley Mortenson presented the Sustainable Farming Fund application “Toward eradicating AFB disease from New Zealand”.

The Board, Mark and Ashley discussed how the project would proceed and options for funding the project.

The Board stated that they were highly supportive of the project and looked forward to it proceeding.

10. AsureQuality

10.1. AsureQuality March 2018 Report

Byron presented the AsureQuality March 2018 bimonthly report. The following matters were clarified during the presentation:

- The apiary and hive count by Apiary District do not represent the number of hives in each district. They represent the number of apiaries and hives that each beekeeper that lives in that district owns. The Board decided that this information was not useful and is potentially misleading.
- The model for risk profiling apiaries for AP2 deployment was discussed. It was agreed that the model needed to be validated by calculating the percentage of infected hives found by AP2s for each risk category.
- The 3-kilometre radius for TXT alerts to beekeepers were discussed and the Board agreed the radius should be reduced to 2km.
- The Board discussed: the reporting of ‘at risk’ apiaries back to beekeepers via ApiWeb, the length of time local apiaries were placed at risk after an AFB notification had been made, and whether this reporting was helpful to beekeepers if it was reporting that all/most of their apiaries were reported as red (at risk).
 - Byron to report back what proportion of apiaries are reported back to beekeepers as ‘at risk’.
- The Board enquired what AQ did with the addressed of beekeepers whose magazine had an incorrect mailing address and was returned to ApiNZ by NZ Post. Byron advised that these were followed up by the Apiary Registrars during the winter months. The Board questioned whether this was appropriate given the importance of the Levy and

ADR mailouts. It was subsequently clarified that while physical mailing addresses may be incorrect 90% of beekeepers received their Levy and ADR correspondence via email, and that any address issues associated with the Levy or ADR were followed up promptly.

- The Board requested Byron to follow-up on the abandoned beekeeping equipment reported on [REDACTED].
- Byron highlighted the forecast overspend on Inspections and Audits, and underspend on DECAs, and that the overall year end position was forecast to be on budget.
- Byron advised that changes were being made to the Apiary Database to enable the recording of when a new apiary was created, and asked Clifton what rules should be followed when the apiary creation date was unknown. Clifton asked that Evan provide him with a proposed solution to consider.
 - Evan to recommend approach for apiaries with unknown creation dates. The recommendation should consider alternatives and the pros and cons of each.
- Byron advised that it was possible to provide Management Agency staff with access to the Apiary Database via a VPN client install, however AQ were unsure how the IT infrastructure support arrangements would work. Clifton enquired whether it would be possible for the Management Agency to have an AQ laptop, and whether it was possible for AQ laptops to access the Apiary Database when they weren't connected to the AQ network. Byron confirmed that AQ laptops can access the Apiary Database when they aren't connected to the AQ network. He also confirmed that it would be possible for the Management Agency to have an AQ laptop and for IT infrastructure support to be provided via Management Agency staff taking it to an AQ site e.g. Gracefield.

Byron also advised the Board on services that AQ currently provides that the Management Agency may wish to bring in-house. These services included:

- Mailouts
 - COI
 - ADR
 - Reminders
- Providing beekeeper support for ApiWeb (approx. 35 hours per month).

The date for the next Management Agency/AsureQuality meeting was agreed as the week of 7 – 11 May 2018.

11. Matters for noting

Major correspondence was discussed during the relevant agenda item.

12. Meeting finalisation

Next meeting 14 – 15 June 2018

Meeting closed 3:30pm Friday 20 April 2018.